Job Opportunity Bulletin

Post Date: September 13, 2013

OFFICE TECHNICIAN (TYPING)

Salary Range: \$2,686 - \$3,362 Permanent, Full Time

FINAL FILING DATE: SEPTEMBER 27, 2013

This position provides specialized and general clerical support to staff working with federally funded programs that impact individuals with developmental disabilities.

For complete duties, please see the duty statement on the following page.

JOIN THE DDS TEAM!

For information about the DEPARTMENT OF DEVELOPMENTAL SERVICES Please visit our website at www.dds.ca.gov

Please refer to: **Position # 473-322-1139-001**

Mail your application to:

Dept. of Developmental Services 1600 Ninth Street, MS-Q Sacramento, CA 95814 Attention: Claudia Lutz

All applications will be screened and only the most qualified will be interviewed.

CONTACT INFORMATION

Name: Claudia Lutz

Number: (916) 322-7784

Email: Claudia.Lutz@dds.ca.gov

DESIRABLE KNOWLEDGE, SKILLS and ABILITIES:

- Knowledge of Microsoft Outlook, Word and Excel.
- ❖ Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.

ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed state application (STD. 678).

Be sure to include position #473-322-1139-001 on your application and provide a copy of your typing certificate.



DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q Sacramento, CA 95814 "Building Partnerships, Supporting Choices"

DEPARTMENT OF DEVELOPMENTAL SERVICES COMMUNITY OPERATIONS DIVISION FEDERAL PROGRAMS OPERATIONS SECTION

DUTY STATEMENT

JOB TITLE: Office Technician (Typing) POSITION #: 473-322-1139-001

GENERAL STATEMENT OF DUTIES: Provides specialized and general clerical support services to the Federal Programs Operations Section.

SUPERVISION RECEIVED: Overall supervision is provided by the Chief, Federal Programs Operations Section (SSM II).

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Short time lines, high volume of assignments and working on a personal computer 35 to 70 percent of total office time. Occasionally working with large computer printouts, preparing and lifting large reports for mailing (up to 25 lbs.)

TYPICAL WORKING CONDITIONS: Open-spaced offices in a smoke-free environment. Typical work hours are 8:00 a.m. to 5:00 p.m.

EXAMPLES OF DUTIES:

- 45% Provide telephone coverage, screen, review and distribute incoming mail and faxes; organize, manage and maintain records and filing system; maintain the records retention schedule and process archived documents, order supplies, furniture and equipment, and schedule repairs for equipment, mailing monthly reports, as directed. Conduct data entry and retrieve information from on-line data systems and Departmental data bases.
- 30% Review and compile employee time sheets, serve as the timekeeper; prepare attendance reports, distribute and track personnel paperwork, including probation reports, Individual Developmental Plans, and Personnel Action Requests, make travel and lodging arrangements, including the preparation of authorizations, travel claims, travel advances, and other related activities, maintain a log of travel activity and claims; set up and schedule meetings, and provide information in response to inquiries from staff and persons outside the section.
- 15% Prepare correspondence, reports, charts and other documents using a personal computer, review and edit all completed correspondence, reports and materials for format, content, and grammar, ensuring that such documents are in conformity with the Department's Written Communications Manual.
- 10% Assist division secretary with various administrative support duties such as preparing correspondence, reports, memorandum, program advisories, and travel arrangements/claims, distributing mail, scheduling, telephone coverage and back up support for phones, other duties, as required.

Employee Signature	Date
Supervisor Signature	 Date